

MEMORANDUM

To: All Eligible Faculty

From: Kenneth G. Furton, Ph.D., Provost and Executive Vice President

Date: November 2, 2016

The Office of the Provost is pleased to announce that eligible faculty members who do not have a terminal degree in their discipline will be eligible to apply to receive tuition reimbursement up to the cost of six FIU credits per semester from another fully accredited university in accordance with University policies and procedures. This program will further increase the value and prestige of our faculty. The applications will be due by Monday, April 3, 2017 and become effective for coursework starting in Fall of the academic year immediately following the approval of the application. There will be no retroactive reimbursements for previous coursework completed.

Eligibility and Procedures

This program is open to seven in-unit faculty members and two out-of-unit faculty members each year. Once awarded, the faculty member will be supported to the completion of his/her terminal degree with continued documentation of progress. All faculty with two or more years of full-time continuous service at FIU and who do not hold a terminal degree in the discipline they are teaching shall be eligible to apply for tuition reimbursement under this program.

Once enrolled in the terminal degree program, the faculty member must present documentation to the Office of Provost showing the successful completion of the course(s), progress toward the degree, and the tuition cost incurred. The University will reimburse the faculty member for the documented tuition expense for those courses not to exceed the equivalent of the cost of six semester credits at FIU, subject to the conditions set forth in the CBA. The faculty member must return to the University for at least one (1) academic year following the reimbursement, if requested by the University. If this condition is not met the faculty member may be required to return to the University the full amount reimbursed under this program.

Submission and Review Process

Each faculty member will submit an application along with a copy of his/her formal acceptance letter to the degree program, current CV, and may attach a letter from his/her supervisor supporting their request and noting expected benefits to the unit. The application, guidelines and procedures for the program are available [here](#).

Applications will be accepted through **Monday, April 3, 2017**. All applicants will be notified by **Friday, June 2, 2017**. Please submit all application documents to ofga@fiu.edu.